

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



SPECIAL HYBRID MEETING OF THE BOARD OF COMMISSIONERS

Thursday, October 8, 2026
10:45am

Zoom Link:
<https://kcha-org.zoom.us/j/83696082090>

Hillsview Apartments
830 Township St
Sedro-Woolley, WA 98284

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



SPECIAL MEETING OF THE BOARD OF COMMISSIONERS AGENDA

Thursday, October 8, 2026 - 10:45am

Hillview Apartments – 830 Township Street, Sedro-Woolley, WA 98284

- | | | |
|---|----------------|----------|
| I. Call to Order | (10:45) | |
| II. Roll Call | | |
| III. Public Comment | | |
| IV. Election of Officers | | |
| A. Chairperson | | |
| B. Vice-Chair | | |
| C. Secretary-Treasurer – Robin Walls | | |
| V. Approval of Minutes | | 1 |
| A. Board Meeting Minutes – September 10, 2026 | | |
| VI. Action Items for Discussion & Approval | | 2 |
| A. Approval of Voucher Report – August 1, 2026 to August 31, 2026 | | |
| VII. Reports | | |
| A. Housing Management Report for August/September 2026 | | 3 |
| B. Financial Report for August 2026 | | 4 |
| C. Federal Update | | |
| VIII. New Business | | |
| IX. Adjournment | | |

T A B N U M B E R

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HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY
SPECIAL BOARD OF COMMISSIONERS
HYBRID MEETING MINUTES
Thursday, September 10, 2026

I. Call to Order

The special virtual meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Chair Debra Lancaster at 10:45 a.m., on Thursday, September 10, 2026.

II. Roll Call

Present: Commissioner Debra Lancaster (Chair), Commissioner Danielle Fontaine, and Commissioner Mario Padilla (via Zoom)

Excused: Commissioner Daniel Hasenoehrl

III. Public Comment

No public comment.

IV. Approval of Minutes

A. June 11, 2026

Commissioner Danielle Fontaine moved for approval of the Minutes, seconded by Commissioner Mario Padilla; the Board unanimously approved the Minutes from June 11, 2026.

VI. Action Items for Discussion & Approval

A. Approval of Voucher Report June 1, 2026 to July 31, 2026

Commissioner Mario Padilla moved for approval of the Voucher Report, seconded by Commissioner Danielle Fontaine; the board unanimously approved the Voucher Report for June 1, 2026 to July 31, 2026.

B. **Resolution No. 512** – Approving SWHA’s 2026-2030 Capital Fund Program 5-Year Action Plan

JJ Jordan, VP of Capital Construction and Weatherization explained why the approval of the 5 year plan is needed and how things will change in the future.

Questions of Commissioners were answered.

Commissioner Mario Padilla moved for approval, seconded by Commissioner Danielle Fontaine; the board unanimously approved Resolution 512.

C. **Resolution No. 513** – Acknowledging Completion of Public Participation Requirements and SWHA Provisions in KCHA’s 2027 Moving to Work Plan; and Authorizing Submission of Form HUD-50077-CR

Andria Lazaga, VP of Compliance and Policy explained the reasoning for this and why it is needed. No one attended the public comment period this morning or during the time.

Commissioner Danielle Fontaine moved for approval, seconded by Commissioner Mario Padilla; the board unanimously approved Resolution 513.

D. Resolution No. 514 – Amendment of Bylaws

Kami Robinson, Executive Assistant to CEO explained that the Sedro-Woolley Housing Authority Bylaws were revised at the Commissioners requests to align with King County Housing Authority, mainly adding a section for Public Comments.

Commissioner Mario Padilla moved for approval, seconded by Commissioner Danielle Fontaine; the board unanimously approved Resolution 514.

VII. Reports

A. Housing Management Report for June 2026/July 2026

Michelle Davis, Senior Property Manager gave a summary of the numbers for the report.

B. Financial Report for June 2026

Sean Lay, Financial Reporting Manager, gave a detailed summary of the report.

Questions of Commissioners were answered.

C. Federal Update

Robin Walls, President/CEO

- At the end of August, HUD issued notice PIH 2026-23, that updates and clarifies policies on public housing demolition, disposition and associated eligibility for Tenant Protection Vouchers.

VIII. New Business

IX. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:39 a.m.

**THE HOUSING AUTHORITY OF THE
CITY OF SEDRO-WOOLLEY, WASHINGTON**

DEBRA LANCASTER, Chair
Board of Commissioners

ROBIN WALLS
President/CEO

T A B N U M B E R

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HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



SWHA Board of Commissioners

Laurie Fellers, *Chair*

Katherine Olson

Debra Lancaster

Kevin Riley

KCHA President/CEO

Robin Walls

TO: Board of Commissioners

FROM: Crystal Barrow-Mendez, Accounting Manager

DATE: September 29, 2026

RE: Approval of Vouchers August 1, 2026 to August 31, 2026

I, Crystal Barrow-Mendez, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the expenditures represented by the summary listed below were just obligations of the Sedro-Woolley Housing Authority, and that I am authorized to authenticate and certify said claims.

Crystal Barrow-Mendez
Accounting Manager
September 29, 2026

Expenditures to Sedro-Woolley

Operations

Directly to Cedar Grove	6,582.25
Cedar Grove Voids	<u>(0.35)</u>
Cedar Grove Total	6,581.90

Directly to Hillsvew	19,330.47
Hillsvew Voids	<u>(1.06)</u>
Hillsvew Total	<u>19,329.41</u>

Total Expenditures	<u><u>25,911.31</u></u>
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SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
8/01/2026 TO 8/31/2026

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
CEDAR GROVE						
400100	Salaries-Temporary Employees	14.46	BEACON HILL SOLUTIONS GROUP LLC	MILLER, A. - W/E 04/04/26	8/7/2026	364404
400100	Salaries-Temporary Employees	15.68	BEACON HILL SOLUTIONS GROUP LLC	MILLER, A. - W/E 04/11/26	8/7/2026	364404
400100	Salaries-Temporary Employees	14.30	BEACON HILL SOLUTIONS GROUP LLC	MILLER, A. - W/E 04/25/26	8/7/2026	364404
400100	Salaries-Temporary Employees	121.98	BEACON HILL SOLUTIONS GROUP LLC	MILLER, A. - M/E 06/27/26	8/7/2026	364404
400100	Salaries-Temporary Employees	15.68	BEACON HILL SOLUTIONS GROUP LLC	MILLER, A. - W/E 04/18/26	8/7/2026	364404
409004	Benefits-Work Boots	100.00	RED WING BUSINESS ADVANTAGE ACCOUNT	SEE 51989975418 and 51989975418CREDIT	8/7/2026	364389
411104	Comp Equip-Software as a Service Fees	6.16	RIGHT! SYSTEMS INC	ITEM Q9Y59AAE - 37 QTY	8/14/2026	364484
411901	Equipment-Other-Leased/Rented	0.96	CANON FINANCIAL	CUST# 667544-005 - JUL-26 BILLING	8/7/2026	364369
421901	Admin Cont-Records Management	0.36	VRC COMPANIES LLC DBA VITAL RECORDS CONTR	RECYCLING - CO	8/21/2026	364639
440011	Travel-Mileage Reimbursement	1.99	AMANDA KLECAN	MILEAGE - 03/09 to 06/25/26	8/7/2026	364371
450002	Comm-Phones Lines-Service-Digital Voice	0.42	INTRADO LIFE & SAFETY INC	ENTERPRISE ENDPOINT - M/E 06/30/26	8/7/2026	364387
450002	Comm-Phones Lines-Service-Digital Voice	0.35	IMPACT PROPERTY SERVICES	ACCT# 333875516	8/14/2026	364459
450002	Comm-Phones Lines-Service-Digital Voice	0.31	CENTURYLINK	ACCT# 333959781	8/14/2026	364457
450002	Comm-Phones Lines-Service-Digital Voice	0.35	IMPACT PROPERTY SERVICES	ACCT# 333875516	8/14/2026	0
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	ACCT# 333876218	8/14/2026	364457
450002	Comm-Phones Lines-Service-Digital Voice	0.35	CENTURYLINK	ACCT# 333875516 - 07/24/26 BILL	8/21/2026	364569
450002	Comm-Phones Lines-Service-Digital Voice	0.83	CENTURYLINK	ACCT# 5JHCSJQ6K - 08/01/26 BILL	8/21/2026	364614
491000	Admin Expenses-Criminal/Background Checks	2.35	NATIONAL CREDIT REPORTING	CREDIT REPORTS - JUL-26	8/14/2026	364451
491001	Admin Expenses-Tenant Screening	0.32	CARAHSOFT TECHNOLOGY CORPORATION	SOCIAL SVC TRANS. - MAY-26 - PO# A1B2WA000P0T	8/14/2026	364504
491001	Admin Expenses-Tenant Screening	0.40	CARAHSOFT TECHNOLOGY CORPORATION	PO# A1B2WA000P0T	8/28/2026	364700
493000	Other Admin Exp-Postage	10.80	MAIL ADVERTISING BUREAU INC	600 BLDG - AUG-26 STMNTS	8/28/2026	364652
493000	Other Admin Exp-Postage	15.60	MAIL ADVERTISING BUREAU INC	SEDRO-WOOLEY - AUG-26 STMNTS	8/28/2026	364652
493000	Other Admin Exp-Postage	6.62	QUADIENT FINANCE USA INC	ACCT# 7900 0440 8081 6949 - AUG-26 BILLING	8/28/2026	364702
493100	Other Admin Exp-Mail Handling	1.62	MAIL ADVERTISING BUREAU INC	600 BLDG - AUG-26 STMNTS	8/28/2026	364652
493100	Other Admin Exp-Mail Handling	33.13	MAIL ADVERTISING BUREAU INC	SEDRO-WOOLEY - AUG-26 STMNTS	8/28/2026	364652
520104	Social Service Contracts-Interpretation	1.95	EFFECTIFF LLC	TRANSLATION SVCS - JUL-26	8/28/2026	364714
520104	Social Service Contracts-Interpretation	1.48	EFFECTIFF LLC	TRANSLATION SVCS - JUL-26	8/28/2026	364714
610009	Occ Exp-Materials-Disaster Preparedness	1.37	RADIO COMMUNICATION SERVICES	ADIM TIME/RADIO PROGRAMMING	8/14/2026	364538
610009	Occ Exp-Materials-Disaster Preparedness	0.47	CELLHIRE USA LLC	MONTHLY FEES - JUL/AUG-2026	8/21/2026	364628
620012	Occ Exp-Maint Cont-Pest Control	375.00	PARATEX PEST CONTROL	PEST CONTROL - MONTHLY	8/7/2026	364372
620012	Occ Exp-Maint Cont-Pest Control	375.00	PARATEX PEST CONTROL	PEST CONTROL - MONTHLY	8/7/2026	364372
620012	Occ Exp-Maint Cont-Pest Control	375.00	PARATEX PEST CONTROL	PEST CONTROL - CGII - MONTHLY	8/14/2026	364486
620013	Occ Exp-Maint Cont-Yard/Garden/Landscaping	1,765.00	SKAGIT LANDSCAPING LLC	JUNE 2026 LAWN MAINT - CEDAR GROVE	8/7/2026	364403
660100	Occ Exp-Utilities-Sewer	837.57	CITY OF SEDRO WOOLLEY	SEWER	8/7/2026	364365
660100	Occ Exp-Utilities-Sewer	500.97	CITY OF SEDRO WOOLLEY	SEWER	8/7/2026	364365
660100	Occ Exp-Utilities-Sewer	333.45	CITY OF SEDRO WOOLLEY	SEWER	8/7/2026	364365
660200	Occ Exp-Utilities-Electricity	71.74	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	8/7/2026	364355
660200	Occ Exp-Utilities-Electricity	76.16	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	8/7/2026	364355
660200	Occ Exp-Utilities-Electricity	20.66	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	8/7/2026	364355
660500	Occ Exp-Utilities-Surface Water Mgmt	79.17	CITY OF SEDRO WOOLLEY	STORM	8/7/2026	364365
660500	Occ Exp-Utilities-Surface Water Mgmt	31.44	CITY OF SEDRO WOOLLEY	STORM	8/7/2026	364365
660500	Occ Exp-Utilities-Surface Water Mgmt	47.27	CITY OF SEDRO WOOLLEY	STORM	8/7/2026	364365
660700	Occ Exp-Utilities-Garbage	705.97	CITY OF SEDRO WOOLLEY	GARBAGE	8/7/2026	364365
660700	Occ Exp-Utilities-Garbage	233.44	CITY OF SEDRO WOOLLEY	GARBAGE	8/7/2026	364365

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
8/01/2026 TO 8/31/2026

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660700	Occ Exp-Utilities-Garbage	383.77	CITY OF SEDRO WOOLLEY	GARBAGE	8/7/2026	364365
	SUBTOTAL CEDAR GROVE	6,582.25				
	CEDAR GROVE VOIDS	(0.35)				
	TOTAL CEDAR GROVE	6,581.90				
HILLSVIEW						
Account	Account(T)	Amount	Vendor(T)	Voucher Description	Pay Date	Check No
170000	Work-In-Process	4,476.25	SHKS ARCHITECTS INC	PROJ# 155.13 - HILLSVIEW ENV/DECKS - TO# 38	8/7/2026	364347
170000	Work-In-Process	2,966.66	PBS ENGINEERING & ENVIRONMENTAL	PROJ# KIN034-0418021-26008278 - HILLSVIEW - TO# 15	8/7/2026	364334
170000	Work-In-Process	2,070.00	SHKS ARCHITECTS INC	PROJ# 155.12 - HILLSVIEW ELEV - TO# 1	8/7/2026	364347
400100	Salaries-Temporary Employees	43.37	BEACON HILL SOLUTIONS GROUP LLC	MILLER, A. - W/E 04/04/26	8/7/2026	364404
400100	Salaries-Temporary Employees	365.94	BEACON HILL SOLUTIONS GROUP LLC	MILLER, A. - M/E 06/27/26	8/7/2026	364404
400100	Salaries-Temporary Employees	47.03	BEACON HILL SOLUTIONS GROUP LLC	MILLER, A. - W/E 04/18/26	8/7/2026	364404
400100	Salaries-Temporary Employees	42.91	BEACON HILL SOLUTIONS GROUP LLC	MILLER, A. - W/E 04/25/26	8/7/2026	364404
400100	Salaries-Temporary Employees	47.03	BEACON HILL SOLUTIONS GROUP LLC	MILLER, A. - W/E 04/11/26	8/7/2026	364404
409004	Benefits-Work Boots	300.00	RED WING BUSINESS ADVANTAGE ACCOUNT	SEE 51989975418 and 51989975418CREDIT	8/7/2026	364389
411104	Comp Equip-Software as a Service Fees	18.48	RIGHT! SYSTEMS INC	ITEM Q9Y59AAE - 37 QTY	8/14/2026	364484
411901	Equipment-Other-Leased/Rented	2.87	CANON FINANCIAL	CUST# 667544-005 - JUL-26 BILLING	8/7/2026	364369
421901	Admin Cont-Records Management	1.07	VRC COMPANIES LLC DBA VITAL RECORDS CONTR	RECYCLING - CO	8/21/2026	364639
440011	Travel-Mileage Reimbursement	5.97	AMANDA KLECAN	MILEAGE - 03/09 to 06/25/26	8/7/2026	364371
450002	Comm-Phones Lines-Service-Digital Voice	1.25	INTRADO LIFE & SAFETY INC	ENTERPRISE ENDPOINT - M/E 06/30/26	8/7/2026	364387
450002	Comm-Phones Lines-Service-Digital Voice	1.06	IMPACT PROPERTY SERVICES	ACCT# 333875516	8/14/2026	364459
450002	Comm-Phones Lines-Service-Digital Voice	1.06	IMPACT PROPERTY SERVICES	ACCT# 333875516	8/14/2026	0
450002	Comm-Phones Lines-Service-Digital Voice	0.92	CENTURYLINK	ACCT# 333959781	8/14/2026	364457
450002	Comm-Phones Lines-Service-Digital Voice	1.06	CENTURYLINK	ACCT# 333876218	8/14/2026	364457
450002	Comm-Phones Lines-Service-Digital Voice	2.50	CENTURYLINK	ACCT# 5JHCSJQ6K - 08/01/26 BILL	8/21/2026	364614
450002	Comm-Phones Lines-Service-Digital Voice	1.06	CENTURYLINK	ACCT# 333875516 - 07/24/26 BILL	8/21/2026	364569
491000	Admin Expenses-Criminal/Background Checks	7.06	NATIONAL CREDIT REPORTING	CREDIT REPORTS - JUL-26	8/14/2026	364451
491001	Admin Expenses-Tenant Screening	0.95	CARASOFT TECHNOLOGY CORPORATION	SOCIAL SVC TRANS. - MAY-26 - PO# A1B2WA000P0T	8/14/2026	364504
491001	Admin Expenses-Tenant Screening	1.19	CARASOFT TECHNOLOGY CORPORATION	PO# A1B2WA000P0T	8/28/2026	364700
493000	Other Admin Exp-Postage	46.80	MAIL ADVERTISING BUREAU INC	SEDRO-WOOLEY - AUG-26 STMNTS	8/28/2026	364652
493000	Other Admin Exp-Postage	19.86	QUADIENT FINANCE USA INC	ACCT# 7900 0440 8081 6949 - AUG-26 BILLING	8/28/2026	364702
493000	Other Admin Exp-Postage	32.40	MAIL ADVERTISING BUREAU INC	600 BLDG - AUG-26 STMNTS	8/28/2026	364652
493100	Other Admin Exp-Mail Handling	4.87	MAIL ADVERTISING BUREAU INC	600 BLDG - AUG-26 STMNTS	8/28/2026	364652
493100	Other Admin Exp-Mail Handling	99.40	MAIL ADVERTISING BUREAU INC	SEDRO-WOOLEY - AUG-26 STMNTS	8/28/2026	364652
520104	Social Service Contracts-Interpretation	4.44	EFFECTIFF LLC	TRANSLATION SVCS - JUL-26	8/28/2026	364714
520104	Social Service Contracts-Interpretation	5.85	EFFECTIFF LLC	TRANSLATION SVCS - JUL-26	8/28/2026	364714
610009	Occ Exp-Materials-Disaster Preparedness	4.10	RADIO COMMUNICATION SERVICES	ADIM TIME/RADIO PROGRAMMING	8/14/2026	364538
610009	Occ Exp-Materials-Disaster Preparedness	1.42	CELLHIRE USA LLC	MONTHLY FEES - JUL/AUG-2026	8/21/2026	364628
620012	Occ Exp-Maint Cont-Pest Control	450.00	PARATEX PEST CONTROL	PEST CONTROL - MONTHLY	8/14/2026	364486
620013	Occ Exp-Maint Cont-Yard/Garden/Landscaping	1,235.00	SKAGIT LANDSCAPING LLC	JUNE 2026 LAWN MAINT - CEDAR GROVE	8/7/2026	364403
660100	Occ Exp-Utilities-Sewer	4,924.32	CITY OF SEDRO WOOLLEY	SEWER	8/7/2026	364365

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
8/01/2026 TO 8/31/2026

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660201	Occ Exp-Utilities-Electricity-Closing Bill	23.14	PUGET SOUND ENERGY-BOT-01H	ELECTRIC	8/28/2026	364675
660500	Occ Exp-Utilities-Surface Water Mgmt	460.13	CITY OF SEDRO WOOLLEY	STORM	8/7/2026	364365
660700	Occ Exp-Utilities-Garbage	1,613.05	CITY OF SEDRO WOOLLEY	GARBAGE	8/7/2026	364365
	SUBTOTAL HILLSVIEW	19,330.47				
	VOIDS	(1.06)				
	TOTAL HILLSVIEW	19,329.41				
TOTAL SEDRO WOOLLEY		25,911.31				

T A B N U M B E R

3



SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

TO: Board of Commissioners
FROM: Sean Lay, Temporary Financial Reporting Manager
DATE: October 8, 2026
RE: August 2026 Financial Report

Attached for your review is the unaudited financial report for August 2026. This report shows actual results, budgets, and variances expressed in both dollars and percentages. The report, in cash format, details operating income and expenses, operating cash flow, non-operating income and expenses, and changes in assets and liabilities. Reports in this format will reconcile the changes in cash, and both the beginning and ending cash balances are displayed.

EXECUTIVE SUMMARY

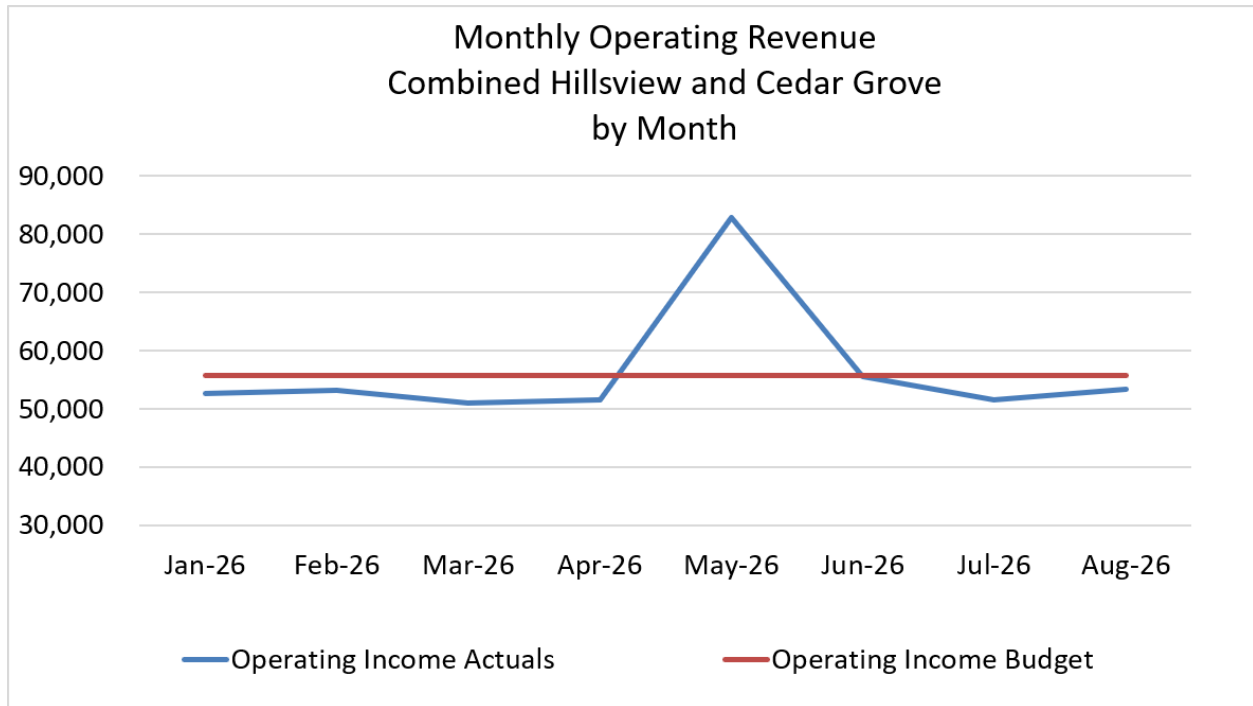
Year-to-date operating income was 4.2% over budget and operating expenses were 15% under budget.

Operating Revenue	Favorable (Unfavorable)			Operating Expenses	Favorable (Unfavorable)		
	\$ Variance	% Variance			\$ Variance	% Variance	
Tenant Revenue	(\$1,313)	-0.6%	●	Salaries and Benefits	\$43,529	26.4%	●
Federal Operating Support	20,448	9.0%	●	Administrative Expenses	\$12,932	12.9%	●
Other Revenue	(204)	-20.3%	●	Maintenance Expenses, Utilities, Taxes	\$13,389	6.6%	●
				Other Programmatic Expenses	\$371	81.2%	●
Total Operating Income	\$18,931	4.2%	●	Total Operating Expenses	70,221	15.0%	●

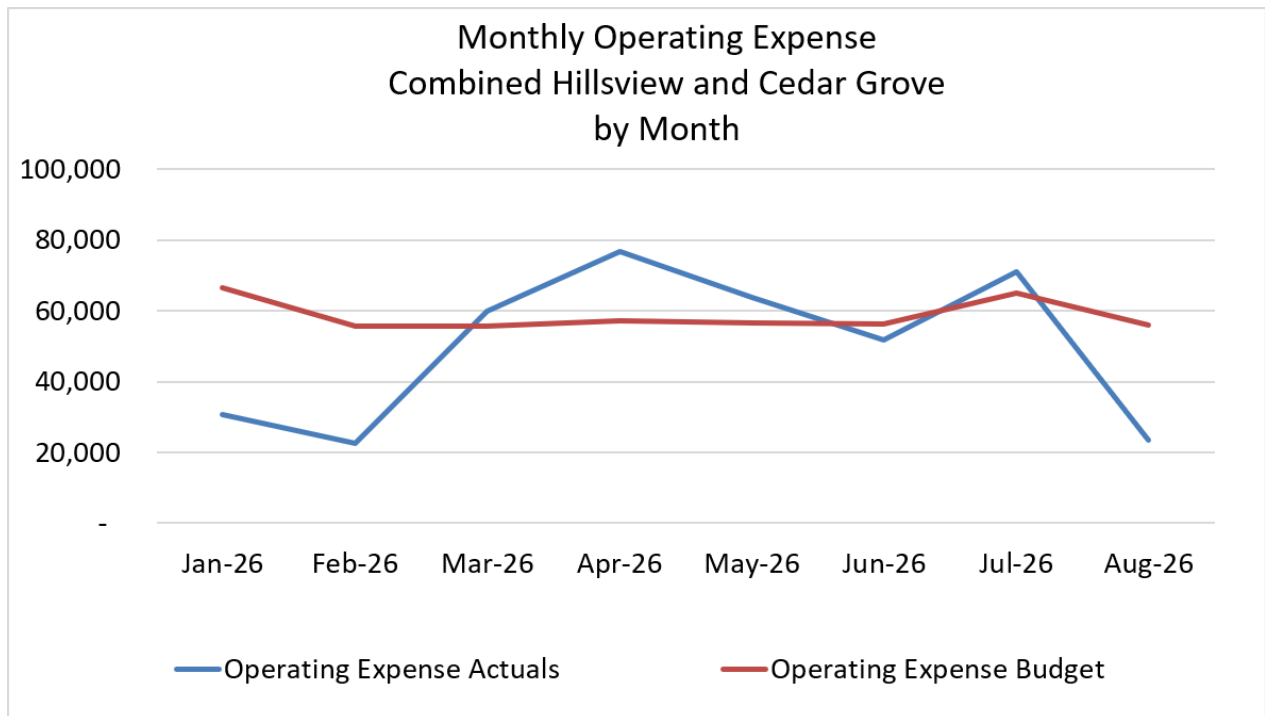
- Green are favorable variances
- Yellow are unfavorable variances less than 5%
- Red are unfavorable variances greater than 5%

OPERATING REVENUE AND EXPENSE

Year-to-date operating revenues totaling \$465K came over budget by \$18.9K, or 4.2% mainly due to receipt of shortfall funding from HUD in the amount of \$31.5K.



Year-to-date operating expenses totaled \$398K and were 15% under budget. The primary drivers were lower-than-anticipated salary, benefit, and administrative expenses. Audit expenses were below budget due to the timing of billing for the 2025 audit.

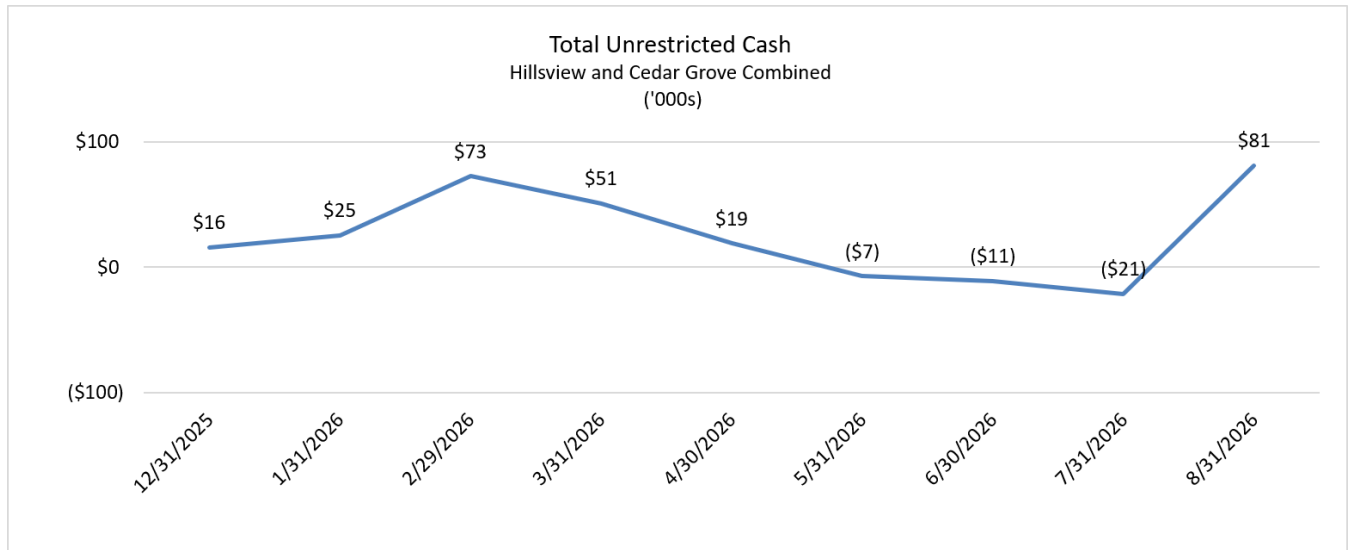


CAPITAL ACTIVITY

Capital project expenditures totaling \$103K exceeded the budget of \$38.3K by 169%, primarily due to unbudgeted elevator door refurbishment, envelope and balconies costs totaling \$45.7K at Hillsview. The cost of one unit upgrade was budgeted for the year and has been completed. This resulted in capital expenditures to be greater than budget.

CHANGE IN UNRESTRICTED CASH

Unrestricted cash in the amount of \$81K increased by \$65K from the beginning of the year. The increase is primarily due to timing in collection of outstanding tenant rent receivables and receipt of Capital Fund Grant (CFP) grant receivables. Also, due to lower than anticipated operating expenses.



Sedro-Woolley Housing Authority
Statement of Financial Position
As of August 31, 2026

	Cedar Grove	Hillsview	Combined
Cash-Unrestricted	\$82,104	(\$1,013)	\$81,091
Cash-Held by Management Agent	-	-	-
Cash-Designated	9,723	21,776	31,499
Cash-Restricted	8,025	10,450	18,475
Total Cash	99,852	31,213	131,065
Other Current Assets	(\$5,430)	\$3,735	(1,695)
Long-term Assets	\$949,308	\$954,990	1,904,298
Total Other Assets	943,878	958,725	1,902,604
Total Assets	1,043,731	989,938	2,033,669
Current Liabilities	36,633	57,766	94,399
Long-Term Liabilities	-	-	-
Total Liabilities	36,633	57,766	94,399
Equity	1,007,098	932,172	1,939,270
Total Liabilities and Equity	\$1,043,731	\$989,938	\$2,033,669

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Combined Operations
For the Period Ended August 31, 2026

	2026 YTD Actual	2026 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$15,926				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	17,975				
Total Beginning Resources	\$33,901				
Tenant Revenue	\$216,527	\$217,841	(\$1,313)	(0.6%)	
Operating Subsidy from HUD-PH	247,970	227,522	20,448	9.0%	(1)
Other Operating Income	802	1,005	(204)	(20.3%)	
Total Operating Income	465,299	446,368	18,931	4.2%	
Salaries	(90,460)	(119,050)	28,590	24.0%	(2)
Benefits	(30,753)	(45,692)	14,939	32.7%	(2)
Occupancy Expenses	(190,145)	(203,533)	13,389	6.6%	
Other Social Service Expenses	(86)	(457)	371	81.2%	
Administrative Expenses	(87,082)	(100,014)	12,932	12.9%	(3)
Total Operating Expenses	(398,525)	(468,746)	70,221	15.0%	
Operating Cash Flow	66,774	(22,378)	89,152	398.4%	
Non-Operating Income	85,931	81,316	4,615	5.7%	
Non-Operating Expenses	(1,337)	-	(1,337)	n/a	
Capital Expenditures	(103,099)	(38,277)	(64,822)	(169.4%)	(4)
Change in Designated Cash	(31,499)	-	(31,499)	n/a	(5)
Change in Restricted Cash	(500)	-	(500)	n/a	
Transfers In/Out	-	-	-	n/a	
Other Sources/(Uses of Cash)	48,894	-	48,894	n/a	(6)
Non Operating Net Sources (Uses) of Cash	(1,609)	43,040	(44,649)	(103.7%)	
Net Change in Unrestricted Cash	65,165	\$20,661	\$44,503	215.4%	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$81,091				
Ending Cash Balance-Designated	31,499				
Ending Cash Balance-Restricted	18,475				
Total Ending Resources	\$131,065				

- 1) Operating fund subsidy was above target due to shortfall funding received in May 2026. Unbudgeted.
- 2) The August 2026 salaries and benefits have yet to be posted, resulting in lower salary and benefit expenses.
- 3) Audit expenses were below budget due to the timing of billing for the 2025 audit. The CPA firm has not yet invoiced the remaining audit fees, which are expected to be booked in October following completion of the audit in late September.
- 4) Elevator door refurbishment and envelope and balconies repair costs totaling \$45.7K were incurred at Hillview. Unbudgeted. At Cedar Grove, one unit upgrade project cost was budgeted evenly throughout the year. As the upgrade is completed in the first of the year, the related CFP capital draw exceeded target.
- 5) Funding of operating reserve from the shortfall funding proceeds. Unbudgeted.
- 6) Mainly due to decreases in grant and tenant receivables and prepaid insurance.

Sedro-Woolley Housing Authority
Combined Operations
Rolling 12 Months Revenues and Expenditures

	September 2025	October 2025	November 2025	December 2025	January 2026	February 2026	March 2026	April 2026	May 2026	June 2026	July 2026	August 2026	Total
Total Operating Income													
Actual	54,588	54,252	53,792	52,999	54,061	54,642	52,608	53,434	85,129	57,931	54,162	53,332	680,930
Budget	62,081	62,081	62,081	61,819	51,377	51,377	51,377	51,377	55,796	55,796	55,796	55,796	676,752
Variance	(7,493)	(7,829)	(8,288)	(8,820)	2,684	3,266	1,231	2,057	29,333	2,135	(1,634)	(2,464)	4,179
Total Operating Expenses													
Actual	76,590	83,980	47,915	97,647	30,805	22,591	59,784	76,758	62,526	51,767	70,953	23,341	704,657
Budget	57,203	57,894	57,926	57,444	66,610	55,606	55,565	57,230	56,459	56,431	64,926	55,919	699,214
Variance	19,387	26,085	(10,012)	40,203	(35,805)	(33,015)	4,218	19,528	6,067	(4,664)	6,027	(32,578)	5,443
Total Capital Expenditures													
Actual	21,146	16,857	-	231	1,580	13,380	2,778	20,108	31,927	13,644	10,169	9,513	141,333
Budget	9,720	9,720	9,720	9,720	4,785	4,785	4,785	4,785	4,785	4,785	4,785	4,785	77,156
Variance	11,426	7,137	(9,720)	(9,488)	(3,204)	8,595	(2,007)	15,323	27,142	8,860	5,384	4,728	64,177

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Cedar Grove
For the Period Ended August 31, 2026

	2026 YTD Actual	2026 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	\$77,097				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	7,375				
Total Beginning Resources	\$84,472				
Tenant Revenue	\$66,283	\$72,792	(\$6,509)	(8.9%)	
Operating Subsidy from HUD-PH	76,539	72,283	4,256	5.9%	
Other Operating Income	332	442	(110)	(24.8%)	
Total Operating Income	143,154	145,517	(2,363)	-1.6%	
Salaries	(23,171)	(30,544)	7,373	24.1%	(1)
Benefits	(7,823)	(11,812)	3,989	33.8%	
Occupancy Expenses	(78,686)	(68,181)	(10,505)	(15.4%)	(2)
Other Social Service Expenses	(22)	(157)	135	86.3%	
Administrative Expenses	(21,605)	(25,585)	3,979	15.6%	
Total Operating Expenses	(131,307)	(136,279)	4,971	3.6%	
Operating Cash Flow	11,847	9,238	2,609	28.2%	
Non-Operating Income	46,219	49,037	(2,817)	(5.7%)	
Non-Operating Expenses	-	-	-	n/a	
Capital Expenditures	(52,957)	(38,277)	(14,681)	(38.4%)	(3)
Change in Designated Cash	(9,723)	-	(9,723)	n/a	(4)
Change in Restricted Cash	(650)	-	(650)	n/a	
Transfers In/Out	-	-	-	n/a	
Other Sources/(Uses of Cash)	10,271	-	10,271	n/a	(5)
Non Operating Net Sources (Uses) of Cash	(6,840)	10,760	(17,600)	(163.6%)	
Net Change in Unrestricted Cash	\$5,007	\$19,998	(\$14,992)	(75.0%)	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	\$82,104				
Ending Cash Balance-Designated	9,723				
Ending Cash Balance-Restricted	8,025				
Total Ending Resources	\$99,852				

- 1) The August 2026 salaries and benefits have yet to be posted, resulting in lower salary and benefit expenses.
- 2) Property insurance expense was higher than budget by \$5.6K. In addition, pest control expense (\$2.8K) and lawn maintenance (\$7K) were unbudgeted. This was offset by regional staff expense budgeted, but not incurred for cost-cutting purposes.
- 3) The cost of one unit upgrade was budgeted evenly throughout the year. As the upgrade is completed in the first part of the year, the related CFP capital draw exceeded target.
- 4) Funding of operating reserve from the shortfall funding proceeds. Unbudgeted.
- 5) Mainly due to reductions to prepaid insurance and tenant receivables.

Sedro-Woolley Housing Authority
Cash Reconciliation Report
Hillsview
For the Period Ended August 31, 2026

	2026 YTD Actual	2026 YTD Budget	Favorable (Unfavorable) \$ Variance	Favorable (Unfavorable)	
Beginning Cash Balance-Unrestricted/Held by Mgmt Agent	(\$61,171)				
Beginning Cash Balance-Designated	0				
Beginning Cash Balance-Restricted	10,600				
Total Beginning Resources	(\$50,571)				
Tenant Revenue	\$150,245	\$145,049	\$5,195	3.6%	
Operating Subsidy from HUD-PH	171,431	155,239	16,192	10.4%	(1)
Other Operating Income	469	563	(94)	(16.7%)	
Total Operating Income	322,145	300,851	21,294	7.1%	
Salaries	(67,289)	(88,506)	21,217	24.0%	(2)
Benefits	(22,929)	(33,879)	10,950	32.3%	(2)
Occupancy Expenses	(111,458)	(135,352)	23,894	17.7%	(3)
Other Social Service Expenses	(65)	(300)	236	78.5%	
Administrative Expenses	(65,477)	(74,429)	8,953	12.0%	(4)
Total Operating Expenses	(267,218)	(332,468)	65,250	19.6%	
Operating Cash Flow	54,927	(31,617)	86,544	273.7%	
Non-Operating Income	39,712	32,280	7,432	23.0%	
Non-Operating Expenses	(1,337)	-	(1,337)	n/a	
Capital Expenditures	(50,142)	-	(50,142)	n/a	(5)
Change in Designated Cash	(21,776)	-	(21,776)	n/a	(6)
Change in Restricted Cash	150	-	150	n/a	
Transfers In/Out	-	-	-	n/a	
Other Sources/(Uses of Cash)	38,623	-	38,623	n/a	(7)
Non Operating Net Sources (Uses) of Cash	5,231	32,280	(27,049)	(83.8%)	
Net Change in Unrestricted Cash	\$60,158	\$663	\$59,495	8,971.8%	
Ending Cash Balance-Unrestricted/Held by Mgmt Agent	(\$1,013)				
Ending Cash Balance-Designated	21,776				
Ending Cash Balance-Restricted	10,450				
Total Ending Resources	\$31,213				

- 1) Operating fund subsidy was above target due to shortfall funding received in May 2026. Unbudgeted.
- 2) The August 2026 salaries and benefits have yet to be posted, resulting in lower salary and benefit expenses.
- 3) A \$20K vendor reimbursement related to an advance payment for an elevator project was received. Also, due to timing of utility invoices. Occupancy expenses are expected to increase as the year progresses.
- 4) Audit expenses were below budget due to the timing of billing for the 2025 audit. The CPA firm has not yet invoiced the remaining audit fees, which are expected to be booked in October following completion of the audit in late September.
- 5) Elevator door refurbishment, envelope and balconies projects totaling \$45K were incurred. Unbudgeted.
- 6) Funding of the operating reserve from the shortfall funding proceeds. Unbudgeted. See note 1
- 7) Mainly due to reductions in grant receivable and prepaid insurance.

T A B N U M B E R

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Sedro-Woolley Housing Authority

Housing Management Report

August and September 2026

VACANCIES

Vacant Units

Total vacant units as of the last day of the reporting period: 0

Hillsvieview – 0

Cedar Grove - 0

Unit Turn Over

Unit turnover during the reporting period

	Vacates	Housings	Completed Upgrades
Hillsvieview	0	0	0
Cedar Grove	0	0	0

YTD Average Unit Turnover Rate:

Hillsvieview – 4 days

Cedar Grove – 6 days

APPLICATIONS

Number of applicants by property, bedroom size and admissions preference* claimed by applicant as of the last day of the reporting period:

Hillsvieview	Preference	Non-Preference	Total
1 Bedroom	117 (60 elderly/disabled)	43	160

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	299	29	328
3 Bedrooms	69	20	89
4 Bedrooms	12	3	15
Total	380	52	432
Added since last reporting			7

*Preferences:

- Rent burden – person is paying more than 50% of income in rent
- Family lives in substandard housing - homeless or condition of unit substandard
- Involuntary displacement – disaster, government action, owner action, domestic violence, etc.
- Extremely low-income – below 30% area median income

WORK ORDERS

Work orders completed during the reporting period

	Preventive	Inspection	Emergency	Vacate	RA	Tenant Request	Total
Hillsview	1	7	1	0	0	11	20
Cedar Grove (total)	0	7	0	0	0	2	9
Total	1	14	1	0	0	13	29

RA=Reasonable Accommodation

UPDATES

Previous Meeting Follow Up: No pending follow-up items.

Staffing: We are fully staffed at this point

Resident Engagement: No new updates.

Resident Issues: No new resident issues.

Building Issues:

New furniture arriving for the Community rooms at Hillsview and Cedar Grove I.

Cedar Grove – No new issues.

Hillsview – Upcoming smoke detector testing, sprinkler repairs/replacements